

# TOWN OF SOUTHAMPTON

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700  
Fax: (631) 287-5754



ANNA THRONE-HOLST  
TOWN SUPERVISOR

JEFFERSON V. MURPHREE, AICP  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

\*PROPERTY SEARCH \$15.00 FEE

**FOR OFFICE USE ONLY:**

RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_

GOVERN CHECKED FOR RECORDS BY: \_\_\_\_\_ SEARCH SENT TO RECORDS MGMT BY: \_\_\_\_\_  
(BUILDING DEPARTMENT) (BUILDING DEPARTMENT)

**FOR CASHIER USE ONLY:**

☐ CASH

☐ CHECK

TOTAL \$ COPIES: \_\_\_\_\_

- ❖ NOTIFICATION OF F.O.I.L. REQUEST STATUS WILL MADE WITHIN 5 WORKING DAYS OF ORIGINAL REQUEST DATE.
- ❖ WHENEVER COPIES ARE REQUESTED:
  - ◆ PERSON REQUESTING COPIES MUST GO THROUGH THE FILE AND INDICATE WHICH DOCUMENTS NEED TO BE PHOTOCOPIED.
  - ◆ THE FEE FOR SAID COPIES IS DUE AT TIME THE FILE IS REVIEWED.

## **BUILDING DEPARTMENT PROPERTY SEARCH REQUEST FORM**

\*\* THIS FORM MUST BE FILLED OUT CONTAINING THE CORRECT INFORMATION. INCORRECT OR INCOMPLETE INFORMATION MAY RESULT IN DELAYS IN PROCESSING YOUR REQUEST. \*\*

SUFFOLK COUNTY TAX MAP NUMBER: 473689-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

FILE REQUESTED BY: \_\_\_\_\_ PHONE #: \_(\_\_\_\_)\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

- ☐ PLEASE PROVIDE ME WITH COPIES OF THESE SPECIFIC CERTIFICATES: (PLEASE LIST CO OR CC NUMBERS)  
\_\_\_\_\_
- ☐ I WISH TO **VIEW** THE ENTIRE FILE (WITHOUT PLANS) IN THE SOUTHAMPTON BUILDING DEPARTMENT.
- ☐ I WISH TO **VIEW** THE PLANS ALONG WITH THE FILE.
- ☐ I SUBSCRIBE TO LAND MANAGER GIS. PLEASE SCAN DOCUMENTS. (NO COPIES WILL BE PROVIDED).
- ☐ ADDITIONAL INFO/COMMENTS: \_\_\_\_\_

\*IF THE PROPERTY SEARCH RESULTS IN NO RECORDS BEING FOUND AND THERE ARE STRUCTURES ON THE PROPERTY, THE STRUCTURES WERE EITHER BUILT AFTER 1957 WITHOUT A BUILDING PERMIT OR THE STRUCTURES MAY HAVE BEEN BUILT PRIOR TO 1957 WHEN PERMITS WERE NOT REQUIRED. (PERMITS WERE NOT REQUIRED UNTIL OCTOBER 14, 1957 WHEN THE BUILDING AND ZONING CODE CAME INTO EFFECT.) IF THE STRUCTURES WERE BUILT AFTER 1957 WITHOUT A BUILDING PERMIT, IT IS NECESSARY TO FILE A BUILDING PERMIT APPLICATION TO LEGALIZE THE STRUCTURES. IF THE STRUCTURES WERE BUILT BEFORE OCTOBER 14, 1957 YOU MAY FILE AN APPLICATION FOR A PRE-EXISTING CERTIFICATE OF OCCUPANCY.

**FOR RECORDS MANAGEMENT USE ONLY:**

SEARCH IS BEING RETURNED FOR THE FOLLOWING REASONS:

- REQUESTED ITEMS WERE IMAGED ON: \_\_\_\_\_.
- REQUESTED ITEMS ARE NOT STORED IN THE RECORDS CENTER. (SEE BUILDING DEPARTMENT)
- ADDITIONAL COMMENTS: \_\_\_\_\_